



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

Canc frp: Sep 2022

OPNAVNOTE 5400
Ser DNS-12/21U102051
03 Sep 2021

OPNAV NOTICE 5400

From: Chief of Naval Operations

Subj: ESTABLISHMENT OF MY NAVY CAREER CENTER, MILLINGTON, TN

Ref: (a) OPNAVINST 5400.44A
(b) OPNAVINST 5400.45

1. Purpose. To establish MyNavy Career Center (MNCC) as an Echelon 4 command responsible for the Navy's Human Resource (HR) service delivery, per reference (a).
2. Scope and Applicability. This notice applies to Chief of Naval Operations (CNO), Chief of Naval Personnel (CNP); Commander, Navy Personnel Command (CNPC); and Commander, MyNavy Career Center (MNCC).
3. Background. CNP directed that this command be established to consolidate Navy Pay and Personnel Services Delivery under a single commander. Commander, MNCC will report to CNPC, with personnel and billets from NPC (PERS-2) transferred to establish the new command.
4. Organizational Changes. Effective immediately, the changes in this paragraph apply:
 - a. Establishment.

Commander
MyNavy Career Center
5720 INTEGRITY DR
BLDG. 785
MILLINGTON TN 38055

(SNDL: FJA3B) (UIC: 4016A)*
(PLA: MYNAVCAREERCEN)
(Activity Code: 4720-200)

*(DR: Drive; BLDG: Building; SNDL: Standard Navy Distribution List; UIC: unit identification code; PLA: plain language address)

b. Mission. MyNavy Career Center will serve as advisor to CNPC for management and execution of Navy pay and personnel services and processes. Oversees the operation of the tiered support service center. Serves as the technical advisor to the personnel specialist rating and military HR workforce sponsor. Serves as principle advisor on all identification card program function providing management, oversight, guidance and delivery of identification card services worldwide.

c. Chain of Command.

- | | | |
|---|---------------------------|---------|
| 1 | CHIEF OF NAVAL OPERATIONS | (00011) |
| 2 | BUREAU OF NAVAL PERSONNEL | (00022) |
| 3 | NAVY PERSONNEL COMMAND | (62980) |
| 4 | MYNAVY CAREER CENTER | (4016A) |

5. Action.

a. CNPC will take appropriate action, consistent with reference (a), to carry out the establishment action approved in this notice, including notification to the UIC management system of the formal establishment of UIC 4016A as MyNavy Career Center.

b. Master Update Authority, Honolulu, HI will add the PLA in the Central Directory Component via messaging systems effective upon CNPC request to Commander, Naval Network Warfare Command N612 (COMNAVNETWARCOM N612), 112 Lake View Pkwy, Suffolk, VA 23435-2696; via e-mail at C2OIX_Reg@navy.mil; or by calling (757) 203-0338 or 0339. New PLA will be activated via messaging systems per OPNAV 5400 notice by request only. Additional information on naval messaging can be obtained at <https://sailor.nmci.navy.smil.mil> or by contacting COMNAVNETWARCOM at numbers in this subparagraph.

c. Director, Navy Staff, Organization and Management Branch (DNS-12) will revise reference (b) per organization action directed in this notice.

6. Records Management.

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy (DON) Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

7. Cancellation Contingency. This notice will remain in effect for 1 year or until superseded, whichever occurs first. The organization action will remain effective until changed by Director, Navy Staff.

A handwritten signature in black ink, reading "Lori E. Chestang". The signature is fluid and cursive, with the first name "Lori" and last name "Chestang" clearly legible.

LORI E. CHESTANG
Director of Administration
By Direction

Releasability and distribution:

This notice is cleared for public release and is available electronically only via DON Issuances Web site, <https://www.secnav.navy.mil/doni/default.aspx>.